

**U.S. EMBASSY
JOB OPPORTUNITY**

POSITION TITLE: Information Resource Center Assistant
(Starting basic salary QRs. 137,033; allowances QRs. 104,860 per annum, plus other benefits)

DUTIES: Plans and implements outreach programs to advance the entire Mission's public affairs goals. Supports the Mission with information products and services. Works with and directly supports the Ambassador, Deputy Chief of Mission, Public Affairs Officer, and Cultural Affairs Officer. Conducts research of wide scope in response to complex inquiries for information from the target audience and Mission staff. Develops and maintains contact with the highest level target audience members. Instructs and educates a wide variety of contacts, from highest-level contacts to student visitors, in the use of internet, including USG information, think-tank reports and public access databases. Leads and manages the American Corners program. Serves as a Webmaster for the Embassy.

QUALIFICATIONS REQUIRED: A university degree in information science, library science, political science, international affairs, or American studies required. Three to five years of progressively responsible experience in the field of information research required. Fluent speaking/writing English required. Knowledge of current trends and developments in American and host country information science and technology required. Knowledge of electronic retrieval and delivery tools, in particular the internet and standard information science practices and procedures required. Ability to lead and proactively develop an information resource center required. Excellent service orientation to target audience, interpersonal, and cross-cultural skills required. Ability to independently plan, organize, and carry out assigned responsibilities using electronic based technologies, including internet, CD-ROM, and print resources required. Ability to develop and maintain contacts with the target audience required. Excellent written and oral communication skills required.

SEND your application letter and resume in English along with a copy of your education degree via e-mail address

HRODoha@state.gov on or before

June 1, 2010.

MUST BE ABLE TO OBTAIN RELEASE LETTER

